

<b>T0:</b> Records Administration Branch 702 Magazine Building	<b>FROM:</b> (DIRECTORATE AND OFFICE)  <div style="text-align: center;"><b>O/DDS&amp;T</b></div>
<b>SAFES</b>	<b>TOTAL NO. OF SAFES ON HAND</b>
2 Drawer (under desk)	9
2 Drawer (free standing)	11
4 Drawer (correspondence)	17
5 Drawer (correspondence)	5
All purpose (with doors)	1
Map and Plan File	
Kardex ( _____ Slides)	
- Drawer Card ( _____ size card; _____ inches per drawer)	
- Drawer Card ( _____ size card; _____ inches per drawer)	
OTHER (describe)	
<b>CABINETS</b>	<b>TOTAL NO. OF CABINETS ON HAND</b>
4 Drawer (correspondence)	1
5 Drawer (correspondence)	
Map Cabinet Sections	5
Map and Plan File	
Kardex ( _____ Slides)	
Safe-T-Stack Units	
- Drawer Card ( _____ size card; _____ inches per drawer)	
- Drawer Card ( _____ size card; _____ inches per drawer)	
OTHER (describe)	
Over File Storage Unit	7
36" x 20"	

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type					
Book Case Sections	33"	14		36	
Tape shelves					
Conserv-A-File (roll out units)	36"	4 6	6 5	24 30	
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____size card; ____ins per dr)					
OTHER (describe)					
Wall type Book Cases (Executive)	72"	5	1	5	
	60"	2	2	4	

## REMARKS:

Include number of secure and vault areas in which records are stored 3

STATINTL

7/28/73  
DATE



## SQUARE FOOTAGE OCCUPIED BY EQUIPMENT

<u>Equipment</u>	<u>Unit Sq. Ft.</u>	<u>Total Sq.Ft.</u>
↓ Safe, 2 drawer (under desk)	10.0	90.0
↓ Safe, 2 drawer (free standing)	10.0	110.0
↓ Safe, 4 drawer (correspondence)	10.0	170.0
↓ Safe, 5 drawer (correspondence)	10.0	50.0
↓ Safe, All Purpose (with door)	10.2	10.2
√ Cabinet, Map (5 drawer sections)	32.5	32.5
Shelving, Conserv-a-file (legal size) 36" x 20"	12.7	127.0
Book Case Sections 33" x 13 1/8 "	6.4	89.6
	TOTAL	<u>679.3</u>

<b>T0:</b> Records Administration Branch 702 Magazine Building	<b>FROM:</b> (DIRECTORATE AND OFFICE)  <b>DDS&amp;T/ORD</b>
SAFES	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)	43
2 Drawer (free standing)	40
4 Drawer (correspondence)	65
5 Drawer (correspondence)	11
All purpose (with doors)	2
Map and Plan File	
Kardex ( _____ Slides)	
- Drawer Card ( _____ size card; _____ inches per drawer)	
- Drawer Card ( _____ size card; _____ inches per drawer)	
OTHER (describe)	
CABINETS	TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)	
5 Drawer (correspondence)	4
Map Cabinet Sections	2
Map and Plan File	
Kardex ( _____ Slides)	
Safe-T-Stack Units	
10- Drawer Card ( <u>4x6</u> size card; <u>24</u> inches per drawer)	1
- Drawer Card ( _____ size card; _____ inches per drawer)	
OTHER (describe)	
10 drawer tab card size 20" per drawer	2
6 drawer tab card size 20" per drawer	1

Continue on reverse side.

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type	36"	27	7	189	
Book Case Sections	33"	125	varied	382	
Tape shelves					
Conserv-A-File (roll out units)	36"	2	3	6	
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____size card; ____ins per dr)					
OTHER (describe)					
✓ 1 supply cabinet (used to store Disc paks)					

## REMARKS:

Include number of secure and vault areas in which records are stored 4

STATINTL

7/28/73  
DATE

SQUARE FOOTAGE OCCUPIED BY EQUIPMENT

<u>Equipment</u>	<u>Unit Sq.Ft.</u>	<u>Total Sq.Ft.</u>
√ Safe, 2 drawer (under desk)	10.0	430.0
√ Safe, 2 drawer (free standing)	10.0	400.0
√ Safe, 4 drawer (correspondence)	10.0	650.0
√ Safe, 5 drawer (correspondence)	10.0	110.0
√ Safe, All Purpose (with door)	10.2	20.4
√ Cabinet, 5 drawer (correspondence)	10.0	40.0
√ Cabinet, Map (5 drawer sections)	32.5	32.5
√ Cabinet, Supply	9.0	9.0
√ Cabinet, Tab Card Size	4.6	13.8
√ Cabinet, Safe-T-Stack	4.0	4.0
Shelving, Library	6.25	178.75
Conserv-a-file	12.7	25.4
Book Case Sections 33" x 13 1/8"	6.4	800.0
		<hr/>
	Total	2713.85

<b>T0:</b> Records Administration Branch 702 Magazine Building	<b>FROM:</b> (DIRECTORATE AND OFFICE)  DDS&T/OSA
SAFES	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)	87
2 Drawer (free standing)	1
4 Drawer (correspondence)	77
5 Drawer (correspondence)	5
All purpose (with doors)	2
Map and Plan File	
Kardex ( <u>17</u> Slides)	1
- Drawer Card ( <u>8</u> size card; _____ inches per drawer)	1
- Drawer Card ( _____ size card; _____ inches per drawer)	
OTHER (describe) <b>FOUR-DRAWER/FOUR COMBINATION MONETARY SAFE ASSIGNED TO</b>	
<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> <b>DISBURSING</b>	1
CABINETS	TOTAL NO. OF CABINETS ON HAND
<del>2</del> Drawer (correspondence)	1
5 Drawer (correspondence)	4
Map Cabinet Sections	4
Map and Plan File	
Kardex ( _____ Slides)	
Safe-T-Stack Units	
<b>10</b> - Drawer Card ( <u>3x5</u> size card; <u>48</u> inches per drawer)	2
- Drawer Card ( _____ size card; _____ inches per drawer)	
OTHER (describe) <b>LARGE SUPPLY CABINET</b>	11
<b>SMALL (HALF-SIZE) SUPPLY CABINET</b>	3

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type	30	2	18	36	90
Library type	36	1	3	3	9
Book Case Sections	31	72		72	186
Tape shelves	24	1	1	1	2
Conserv-A-File (roll out units)	39	10	60	60	195
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____size card; ____ins per dr)					
OTHER (describe)					

## REMARKS:

Include number of secure and vault areas in which records are stored 5

STATINTL

22 JUNE 1973  
DATE